

NAVFAC INSTRUCTION 2300.1

From: Commander, Naval Facilities Engineering Command

Subj: ADMINISTRATIVE MANAGEMENT OF OFFICIAL TELEPHONE SERVICES

Ref: (a) OPNAVINST 2060.8, "Management and Business Administration of DOD Telephone Systems and Base Telecommunications Services within DON"
(b) DOD DIRECTIVE 4640.7, "Communications Security Telephone Monitoring and Recording"
(c) DOD Telephone Directory, Current Edition

1. Purpose. To provide information relative to the administration and operation of official telephones.

2. Scope of Applicability. This instruction applies to all Naval Facilities Engineering Command Headquarters (NAVFACENGCOMHQ) personnel.

3. Administration.

a. Administration of the NAVFACENGCOMHQ's telephone system will be maintained by the Administrative Services Division, Administrative Support Branch (Code 9152). Problems or questions regarding telephone service should be directed to Code 91524. Requests for new telephone requirements must be submitted by using the automated Office Services Request system.

b. Per reference (a), telephones are to be used for officially approved business only. Office facsimile equipment will only be used for officially approved business and then only when telephone, mail, or Local/Wide Area Network methods do not provide the type and speed of service required. These policies will be evaluated periodically using telephone records, review of facsimile listings and charges. Long distance telephone bills will be examined to identify any possible abuses.

c. For inventory purposes, all telephone equipment will be treated as plant or minor property items. An annual inventory survey will be conducted of all owned and/or leased telephone equipment.

4. Monitoring and Recording Policy.

a. As promulgated in reference (b), the use of recording devices on office telephones for monitoring purposes may be authorized by the Under Secretary of the Navy or his designated representative only when such recording is directly related to and necessary for the accomplishment of the mission of the Command. Otherwise, the recording of telephone conversations is prohibited.

5. Classified Communications Policy.

a. Classified information cannot be discussed over nonsecure telephones. If there is a need to transmit classified material either verbally or in writing (e.g. faxed), please contact the Command Security Manager (00G3). Reference (b) states that DOD telephones are provided for the transmission of official government communications only and are subject to communication security (COMSEC) monitoring at all times. Use of DOD telephones constitutes consent by the user to COMSEC telephone monitoring.

6. Long Distance Networks. There are currently two basic telephone networks that provide long distance capabilities and service:

a. Defense Switched Network (DSN). DSN is the primary general purpose long distance network of the Defense Communication Systems (DCS). DSN must be used only for official calls pertinent to government business which have a necessity at least equal to that of commercial long distance calls. DSN calls can be placed in CONUS by dialing 9 + 4 + Seven Digit Number.

b. Federal Telecommunications System (FTS) 2000. The FTS 2000 System is the secondary basic, general purpose, switched voice network of the Defense Communications System. FTS shall be used for placing long distance communication with government agencies and private parties or companies that do not have DSN. FTS 2000 is a government leased system managed by GSA. It provides services including switched voice, switched data and video transmission. FTS 2000 is available within the United States, Guam, and the U.S. Virgin Islands. This system is accessed by dialing 99 + 1 + Area Code + Seven Digit Number.

7. DOD Official Telephone Credit Card Calls.

a. Telephone calling (credit) cards are issued to authorized travelers for official use while on travel away from their permanent duty station on official government business and established government lines are not available. Credit cards shall not be used to make calls from the permanent duty station.

b. Telephone credit cards will be issued upon written request, providing appropriate justification and signature by the traveler's Director. The record of receipt must be signed by the user or an officially designated code representative.

8. Personal Credit Card Dialing Instructions. Personal credit card calls may be dialed direct from any unrestricted telephone line served by any DOD Centrex Central Office in the National Capital Region. To place a personal credit card call you must first know your long distance carrier's direct dial access code.

9. DOD Telephone Directory. The DOD Telephone Directory contains a wealth of information regarding dialing instructions, conference calling and security concerns.

10. Action.

a. Staff officers, Directors, Division Directors, Branch Heads, and other Supervisors shall take steps to ensure that Command telephones are used for official purposes only and that calls are held to a minimum both in number and in duration. They must also advise employees of the most economically favorable method of making long distance calls.

b. All employees shall take action to ensure that classified information is not discussed over nonsecure telephones.

c. All employees shall familiarize themselves with reference (c).

B. F. MURPHY, JR.
Comptroller

Distribution:

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